



Consulate General of the United States of America

*Montreal, Canada
P.O. Box 65, Station Desjardins
Montreal, Quebec, Canada H5B 1G1*

PERSONAL APPEARANCE OF CHILDREN UNDER AGE 14

In general, all immigrant visa applicants must appear before a United States consular officer for an interview. However, the personal appearance of a child under age 14 may be waived at the discretion of a consular officer. Most children under age 14 whose parents apply for an immigrant visa at the U.S. Consulate General Montreal will be exempted from the interview requirement and do not need to be present at the visa interview.

A child who falls into one of following categories, however, **cannot** be exempted from the interview requirement and **must** appear in person with his or her parents:

- A child who is the beneficiary of a petition filed on his or her behalf by a U.S. citizen or legal permanent resident parent.
- An orphan adopted (or to be adopted) by a U.S. citizen.
- A child who does not have an official civil birth certificate showing the names of both parents.

IMPORTANT NOTES

Even if a child under age of 14 is exempted from the interview requirement, he or she **must be physically present in Canada**. Everyone who obtains an immigrant visa must later use that visa to enter the United States from abroad by presenting it to a Department of Homeland Security Officer at a U.S. port of entry. Only then does an immigrant visa holder enter the U.S. in permanent resident status.

Even if a child under age 14 is initially exempted from the interview requirement, the consular officer, in his or her discretion may later require that the child appear in person for an interview.



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APPOINTMENT LETTER FOR IMMIGRANT VISA APPLICANTS

All administrative processing in connection with your immigrant visa application has been completed. On the basis that you have all the documents needed in connection with your application for an immigrant visa, **an appointment has been scheduled for you to come to the U.S. Consulate General Montreal on the date specified in covering appointment letter. If you cannot keep the appointment, please notify this office at once: 514-398-9695 ext. 4 or Montreal-IV-DV@state.gov.**

The U.S. Consulate General is located in downtown Montreal, at 1155 Rue St. Alexandre (between Boulevard Rene Levesque and Rue Ste. Catherine).

All members of your family immigrating with you must appear with you on the appointment date (subject to the exceptions noted in the personal appearance instructions enclosed in this packet).

All intending immigrants, regardless of age, are required to undergo medical examinations. Please see the instructions for these examinations enclosed in this packet.

Each applicant, regardless of age, must present two photographs to the consular officer at the interview. Please see the instructions for these photographs enclosed in this packet.

ADDITIONAL REQUIREMENTS

UNLESS YOU HAVE ALREADY SENT THEM TO THE NATIONAL VISA CENTER, PLEASE BRING ALL ORIGINAL DOCUMENTS ON YOUR APPOINTMENT DATE
Your application will be refused if you do not bring all of the required documents, which are listed below. Please present your documents in the following order:

1. The appointment letter showing the date and time of your interview	7. Police certificates (if applicable)
2. Passport valid for 6 months beyond intended entry date into the United States	8. Court records (if applicable)
3. Birth certificate for each applicant	9. Military records (if applicable)
4. Adoptions decree(s) (if applicable)	10. Evidence of support
5. Marriage certificate (if married)	11. Medical examination
6. Death and/or divorce certificates (if applicable)	12. Photographs

All documents not in English must be accompanied by a certified translation into English. Translations must be certified by a competent translator and sworn to before a Notary Public.

Evidence of prearranged employment must be less than 6 months old when presented to the consular officer.

If you have not paid all of the fees due to the National Visa Center, please be prepared to pay the remaining fees. Each person immigrating, regardless of age, requires a passport and a separate visa. Even if a person is found ineligible to receive a visa, the application fee cannot be refunded.

MOST IMPORTANT

Please note that no assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after your formal application and all documents have been reviewed and you have been personally interviewed by that officer.

This office will make every effort to expedite your visa interview on the day of your appointment, but it is a process that takes several hours. It is possible that you will have to spend the entire morning in the office before final action can be taken on your application. Due to security clearance processing, **approved immigrant visas cannot be issued the day of your interview.** Because the issued visa must be placed in your passport, we will not be able to return your passport until the visa is ready. Unless you need your passport for travel, you may return to your address in Canada on the day of your interview. We cannot offer any assurance as to the time when approved visas will be available. Accordingly, you **must** purchase a **314 mm x 394 mm** size prepaid Xpresspost mailer from Canada Post and present it with your documents at your interview so we can mail your completed visa to an address in Canada. Please bring one mailer for every four family members receiving visas.

If you are living in the U.S., in legal status, you may retrieve your visa at the U.S. Consulate Montreal. Although we cannot guarantee a processing time for the return of the visa, most are usually ready for pickup the following business day after the interview.

You are advised not to make any travel arrangements for departure from the country, nor to dispose of your property or give up your job until the visa has been issued to you. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel to the United States and apply for admission as a permanent resident within that six-month period.

IMPORTANT NOTICE REGARDING CANCELLATION OF YOUR APPLICATION

Section 203(e) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date that he or she is informed that it is possible to do so. This is the notice to you that it is now possible for you to pursue your application for a visa. **If you fail to pursue this visa application within one year of the date on the enclosed appointment letter, your application and any visa petition approved for you will be cancelled.**

Enclosures



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APPOINTMENT DAY REMINDERS

The visa application process culminates in an interview at the U.S. Consulate General in Montreal, where your application and documents will be examined and you will be interviewed by a consular officer. When everything in a visa case is in order, the appointment day usually proceeds smoothly, from document screening to interview to approval. However, when applications are incomplete or documents missing, we are frequently unable to complete processing and must send applicants away to obtain the missing documents or information. Thus, ensuring that your application is complete is well worth the effort. The following are some things that you can do to make appointment day go more smoothly:

- Please take the time to **read carefully all information sheets and complete all forms**. All questions on a form should be answered (if a question does not apply, please answer “N/A,” if an answer is “None,” please write “None”).
- Please bring **the originals of all civil documents**, unless you already sent them to the National Visa Center. We will return original civil documents at the conclusion of the interview.
- Please bring an **updated police certificate**, if necessary. The certificate issued for your present place of residence must have been issued within the 12 months preceding the date of your final visa appointment. If the police certificate you submitted to the National Visa Center will expire by the date of your appointment, please bring a new one.

Please **pay careful attention to bring the correct Affidavit of Support (AOS) and supporting documentation**. To obtain a form and instructions for completion, go to the following website:

http://www.travel.state.gov/visa/immigrants/info/info_1335.html

The AOS is valid indefinitely, but the sponsor's income must meet the poverty guidelines at the time the AOS was filed with NVC or with this post. You may be asked to provide recent evidence of the sponsor's income at the time of the interview.

For family-based visas: A **Form I-864W** (Intending Immigrant's I-864 Exemption) is to be used for the child (under age 18) of a U.S. citizen.

The **EZ Affidavit of Support (Form I-864EZ)** may be used in lieu of the Form I-864 **if the sponsor (the one who filed the petition) meets all of the following requirements:**

- There is **no need for a joint sponsor or a Form I-864A** (Affidavit of Support from a Household Member)
- The affidavit of support is filed on behalf of only **one** intending immigrant;
- The sponsor is seeking to qualify based on the **sponsor's own income alone** (not on the basis of assets); and
- All of the sponsor's **income is shown on the IRS Form W-2**
- All other family-based beneficiaries, including the spouse and step-children of a U.S. citizen, require a **Form I-864 Affidavit of Support** submitted by the sponsor(s) if the sponsor does not qualify to submit a Form I-864EZ. For every visa applicant, please bring one copy of each completed Affidavit of Support.

For employment-based visas: Please bring a recent letter (one month from interview date) from the petitioning firm noting your position and salary. If you are the derivative beneficiary of an employment-based petition who is following-to-join the principal applicant in the United States, please provide a letter from the petitioning firm stating the principal applicant's position and salary and a Form I-134 from the principal applicant.

- Please pay careful attention to the **photo instructions**, as they are quite specific. If the photos you bring to the interview do not match these specifications, we will have to ask you to obtain new photographs before you can be interviewed. Note that this is the same photo standard used for Canadian passport photographs.
- If you have **not** already paid them to the National Visa Center, please **bring the fees: USD \$380.00 per person** for immigrant visa processing. You may pay in U.S dollars or Canadian dollars according to the U.S. Government exchange rate in effect on the day of your interview. You may also pay this fee by major credit card.
- Please **bring your appointment letter**. Use the Consulate entrance at 1155 Rue St. Alexandre, Postal Code H3B 3Z1 (between Blvd. Rene Levesque and Rue Ste. Catherine). When you arrive, show the letter at the security checkpoint, then follow the directions of the security staff to the public elevator. Take it to the 19th floor, then go to the cashier at window 14. Show your appointment letter to the cashier, who will assign you a number. Please wait in the immigrant visa waiting area until your number is called.
- Please **plan to spend all morning at the Consulate**, at least until 1:00 p.m. This office will make every effort to expedite your visa application on the day of your appointment, but it is a process that takes several hours. Please take account of this fact when parking and packing activity books for children. Also, when parking, please lock all valuables out of sight in the trunk of your car.
- Due to security clearance processing, **approved immigrant visas cannot be issued the day of your interview**. Because the issued visa must be placed in your passport, we will not be able to return your passport until the visa is ready. Unless you need your passport for travel, you may return to your address in Canada on the day of your interview. We cannot offer any assurance as to the time when approved visas will be available. Accordingly, you **must** a purchase a **314 mm x 394 mm size** prepaid Xpresspost mailer from Canada Post and present it with your documents at your interview so we can mail your completed visa to an address in Canada. Please bring one mailer for every four family members receiving visas.

If you are living in the U.S. in legal status, you may retrieve your visa in person at the U.S. Consulate General Montreal. Although we cannot guarantee a processing time for the return of the visa, most are delivered the following business day.

- Please **do contact us if you have questions:** 514-398-9695 ext. 4. You may call 2:00 p.m.-4:00 p.m. Eastern Time, Monday-Friday (except Canadian and U.S. official holidays). You may also email us at Montreal-IV-DV@state.gov for faster service.



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IMPORTANT NOTICE: MAKING TRAVEL ARRANGEMENTS

- Due to security clearance processing, **approved immigrant visas cannot be issued the day of your interview.** Because the issued visa must be placed in your passport, we will not be able to return your passport until the visa is ready. Unless you need your passport for travel, you may return to your address in Canada on the day of your interview. We cannot offer any assurance as to the time when approved visas will be available. Accordingly, you **must** purchase a **314 mm x 394 mm** size prepaid Xpresspost mailer from Canada Post and present it with your documents at your interview so we can mail your completed visa to an address in Canada. Please bring one mailer for every four family members receiving visas.

If you are living in the U.S. in legal status, you may retrieve your visa in person at the U.S. Consulate General Montreal. Although we cannot guarantee a processing time for the return of the visa, most are delivered usually within two business days from the interview date.

In purchasing Xpresspost mailers at Canada Post, please note the following:

- The mailer should be the **314 mm x 394 mm size (12 inches by 15 inches).**
- For return addresses in Quebec and Ontario, you may use a “**Regional**” Xpresspost mailer. All other addresses require a “**National**” Xpresspost mailer.
- **The Xpresspost envelope(s) must be prepaid.** The price will vary according to the mailing destination. Be sure to mention your return address to Canada Post staff.
- Address the envelope(s) to an address **inside Canada.** We cannot send completed visas to addresses outside Canada, including the United States. You must use the visa to enter the United States from outside of the United States.
- Mark the mailing label “signature required” to ensure that someone at the destination address has to sign for the envelope. This will ensure that your passport and visa, which are valuable documents, will not be left unattended.

For further information about using Xpresspost mailers, including information about cost and delivery times, please inquire at a Canada Post location or see the Canada Post website: <http://www.canadapost.ca/personal/offerings/xpresspost/can/default-e.asp>.

Please note the following about having your visa returned via mail:

- We can only return visas using the Canada Post Xpresspost service, not by regular mail or private courier service.
- Neither the consulate nor the U.S. Government can accept any liability for passports or visas lost in the mail.



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SECURITY NOTICE TO ALL VISITORS

Please note that all visitors to the U.S. Consulate General in Montreal must be screened prior to entry and are subject to inspection via a walk-through metal detector and with a hand-held metal detector. Carried personal items will undergo full inspection by use of an X-ray machine and other equipment. **Any visitor who declines to be screened by U.S. Consulate security personnel will be prohibited from entering the Consulate.**

Because all purses, briefcases, and other carried personal items must be screened before entrance, bringing unnecessary articles will delay your entrance to the Consulate as these are examined. **In order to facilitate your entrance to the Consulate and reduce your waiting time at the security checkpoint, we recommend that you leave behind any unnecessary personal items.** If you leave them in your car, be sure to put them in the trunk and lock your car; do not leave any personal items in view in the passenger compartment.

Prohibited Items

Please note that the following items are prohibited inside the U.S. Consulate:

- food and beverages;
- weapons or tools;
- backpacks, luggage, or large purses;
- electronic or recording equipment of any kind, including, but not limited to: laptop computers; mobile phones; PDAs; cassette, CD, and MP3 players; and pagers; and
- oversized strollers.

Accompanying Persons

The following persons may accompany a visa applicant during his or her visit to the Consulate:

- Interpreters: An applicant may bring **one** interpreter if he does not speak English well enough to participate unassisted in the visa interview.
- Special Needs Assistants: An applicant may bring **one** person to assist him if he is elderly, disabled, or a minor child.
- Attorneys: An applicant may be accompanied by his or her attorney(s).
- U.S. Citizens: An applicant may be accompanied by a U.S. Citizen.

Due to the limited size of our waiting room, the high volume of visa applicants, and the time required to screen consular clients, other accompanying persons cannot and will not be admitted to the Consulate. Drivers, friends, extra relatives, and others not specifically named above cannot be permitted to enter and will be asked to return to meet the applicant after the interview is complete.